



St Crispin  
Patron Saint of  
Shoemakers

# St.Crispin's Church, Withington

2 Hart Road, Fallowfield

Manchester M14 7LE

Priest in charge: Fr Patrick Davies – 07967385357

Room Hire Contact: Vivien Dickson - 07979554772

## ROOM HIRE DOCUMENTS PACK

This PDF file contains the following documents:

- **Room Hire Rates** including the items in each room as part of the hire
- **Hire Agreement** outlining the terms under which rooms are hired
- **Booking Form**

To make a booking:

1. Read the Room Hire Rates page to help identify which space(s) you would like to book
2. Contact the Bookings Secretary on 07979554772 or email [bookings@stcrispin.org.uk](mailto:bookings@stcrispin.org.uk) to discuss your booking request and requirements
3. Read the Hire Agreement
4. Complete the Booking Form and return with full payment to the church letter box. Please address to Bookings Secretary, 2 Hart Road, Fallowfield, Manchester, M14 7LE.

***Please note: your booking is not confirmed until full payment and the booking form is received. All hirers must pay at least a week in advance of the date booked otherwise the rooms maybe let to other parties***



St Crispin  
Patron Saint of  
Shoemakers

## **St. Crispin's Church, Withington**

2 Hart Road, Fallowfield

Manchester M14 7LE

Priest in charge: Fr Patrick Davies – 07967385357

Room Hire Contact: Vivien Dickson - 07979554772

## **St Crispin's Room Hire Rate**

**Lady Chapel** - (Maximum 10 people) - £15 per hour

- Chairs and tables are available if required and the room has direct access to a unisex disability access toilet. (There is a large chest in this room that cannot be moved).

**Meeting Room** - (Maximum 20 people) - £15 per hour

- Chairs and tables are available if required and the room has access to a unisex disability access toilet and a small kitchen.

**Main Worship Space** - (Maximum 60 people) - £25 per hour

- Half day rate (4 hours) £80                      Full day rate (8 hours) £180
- Chairs and tables are available if required and the room has access to a unisex disability access toilet and a small kitchen. (There is a small electronic organ in this room which cannot be moved).

The kitchen does not have cooking facilities; however, there are kettles, a toaster and a microwave oven.

Please Note – all rooms are carpeted.

**All rooms to be cleared and vacated no later than 10pm.**



St Crispin  
Patron Saint of  
Shoemakers

# St. Crispin's Church, Withington

2 Hart Road, Fallowfield

Manchester M14 7LE

Priest in charge: Fr Patrick Davies – 07967385357

Room Hire Contact: Vivien Dickson - 07979554772

## Room Hire Agreement

### Standard Terms and Conditions of Hire

This is an agreement between the person named as The Hirer on the Room Hire Booking Form hereafter known as "The Hirer" and St Crispin's Parochial Church Council hereafter known as "The PCC".

Hire agreements of any room or rooms within St Crispin's Church are subject to the following Standard Terms and Conditions of hire and no exclusion of any term or condition can apply unless specifically granted in writing.

#### 1. Understanding of the agreement

The Hirer will ensure that he/she and their assistants have an understanding of the room conditions in force.

The Hirer has entered a clear statement of purpose of hire on the booking form.

#### 2. Hirer Undertaking

The Hirer undertakes to appoint sufficient numbers of competent persons of 18 yrs and over to provide adequate supervision throughout the hiring.

The Hirer is responsible during the whole period of hire for making sure that:

- the number of persons using the room is not more than that permitted,
- the building, its fabric, contents and surrounding land is fully supervised to keep the premises safe from damage,
- the behaviour of all persons is kept under control,
- no excessive noise occurs during the hire period,
- any electrical appliances brought onto the premises for use shall be Portable Appliance Tested (PAT) certified safe, in good working order and used in a safe manner,
- all activities shall cease and the premises vacated by 10pm.

#### 3. Hirer Responsibility

The Hirer is responsible during the whole period of hire for making sure that:

- the premises are not sub-let,
- the premises are not used for any unlawful purpose or any purpose not in line with the ethos of the church,
- no action is allowed which would render any insurance cover for the premises invalid,
- he/she agrees to pay for any breakages or damages,
- smoking or the consumption of illegal substances are not allowed on the premises,
- consumption of alcohol on the premises has been approved by The PCC,
- all hirer equipment has been removed,

- all emergency exits have been left clear,
- **the room is left clean and tidy and all rubbish is removed from the premises.**

#### **4. Hire Costs**

The hourly cost of room hire will be set by The PCC and The Hirer is responsible for booking sufficient time for setting up and clearing away.

For one-off bookings, the full fee will be required at least **SEVEN DAYS** before the event.

For regular hire bookings, fees will be paid **ONE MONTH IN ADVANCE**.

#### **5. Safeguarding Policy**

If the activity involves children or vulnerable persons The Hirer agrees to abide by The PCC's Safeguarding Policy, access to which will be provided at the time of booking.

#### **6. Accidents and Dangerous Occurrences**

The Hirer must report all accidents involving injury to the public to an authorised representative of The PCC as soon as possible.

Any failure of equipment belonging to the church must also be reported.

Any damage to church property incurred during the hire period must be reported and the cost of repair will be borne by The Hirer.

#### **7. Damage Loss and Injury**

It is The Hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk. The PCC accepts NO responsibility for any injury to persons or damage to property arising out of the hire.

#### **8. Cancellation of Hire**

If The Hirer cancels a booking then The PCC reserves the right to retain the full fee.

The PCC reserves the right to cancel a booking in the event of unforeseen circumstances and the full fee will be returned to The Hirer.

**The PCC will not be liable for any direct or indirect costs incurred by The Hirer.**



St Crispin  
Patron Saint of  
Shoemakers

## St.Crispin's Church, Withington

2 Hart Road, Fallowfield

Manchester M14 7LE

Priest in charge: Fr Patrick Davies - 07967385357

Room Hire Contact: Vivien Dickson - 07979554772

### ROOM HIRE BOOKING FORM

Name of Hirer \_\_\_\_\_

On behalf of \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Purpose of Hire \_\_\_\_\_

Date of Hire \_\_\_\_\_

Room/s Hired \_\_\_\_\_

Time of Hire From \_\_\_\_\_ To \_\_\_\_\_

Hire Charge \_\_\_\_\_ hours @ £ \_\_\_\_\_ per hour Total £ \_\_\_\_\_

Hirer Declaration

I have received a copy of the Room Hire Agreement and agree to abide by its conditions including that:

**The room is left clean and tidy and all rubbish is removed from the premises.**

Signature of Hirer \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

(Signed on behalf of St Crispin's PCC)